



## CLASS SPECIFICATION

**Class Title:** Events Coordinator  
**Department:** Western Sports Park  
**FLSA:** Non-exempt

**Class Code:** 7788  
**Grade:** 19  
**Eff. Date:** 7/1/2025

### GENERAL PURPOSE

Under general guidance and direction of the Events Operations Manager, performs a variety of duties in coordinating activities and events held at the Western Sports Park.

### EXAMPLE OF DUTIES

Coordinates the rental and use of the Western Sports Park facilities and ancillary services. Provides interested parties with all pertinent information regarding fees and rules/regulations governing the use of facilities. Rents buildings to individuals, clubs and groups; ensures rental agreements are completed and signed; collects rent, deposits and proof of insurance.

Works closely with event promoters and renters to determine specific needs regarding set-up, operation, and take-down of the event. Works closely with Western Sports Park staff to ensure buildings and grounds are properly prepared for the renter or promoter. Coordinates with the renters to receive the proof of proper insurance coverage for events.

Addresses any concerns from renters, vendors or patrons that arise. Provides customer service and helps assure the needs of the renters/vendors/patrons are met.

Coordinates the customer's food service needs with the Food Services Manager.

Determines space, equipment, and labor requirements for proposed activities. Provides for and coordinates specialized labor and/or equipment needs when necessary. Oversees the preparation of facilities for special events including set-up, take-down/clean-up, and rapid reset for back-to-back events.

Recommends facility upgrades, technology updates, capital assets, products, services, and pricing strategy to produce the best overall results. Plan for future activities at the Western Sports Park.

Supervises assigned staff: schedules, assigns and monitors work; conducts performance appraisals; documents performance issues in a timely and appropriate manner, refers employees for disciplinary action in accordance with county policies and procedures.

Acts as a Manager on duty as needed.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Parks/Recreation, Experience Design, or a closely related field, plus one (1) year

of full-time experience in planning and coordinating community events or parks/recreation operations, or a directly related field; an acceptable combination of education and experience may be considered.

**2. Special Qualifications:**

Must furnish personal transportation for frequent on-the-job travel.

Employees driving a personal or a County vehicle for job-related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:** event planning and coordination; recreational activities and events; building utilization and scheduling; use of contracts; budgeting, revenue collection; concepts of public relations; operational procedures of sports venues or event centers; applicable County and department policies, procedures, and practices; principles and physical requirements in staging indoor and outdoor sporting and special events.

**Skill in:** public relations/communication; operating common office equipment and applicable computer hardware and software.

**Ability to:** track event budgets and goals; coordinate and follow through on multiple tasks; coordinate and implement a variety of events; interpret, read, and work from sketches, diagrams, and contracts; make cost estimates of time and materials needed for projects; learn new software programs as needs evolve; oversee and assign the work of others; set priorities and work with minimal supervision; exercise sound independent judgment to solve problems; communicate effectively (both orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, vendors, and the general public.

**WORKING CONDITIONS**

Lift, carry, or otherwise move objects weighing up to 50 lbs. Works extended flexible hours, including evenings, weekends, and holidays during events and rental activity as necessary.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***